

Voluntary Leave Transfer Program and Advanced Sick Leave Procedures

All requests to enter the Voluntary Leave Transfer Program (VLTP), to make VLTP donations, and for Advanced Sick Leave (ASL) are now automated in WebTADS. Hardcopy forms are no longer accepted.

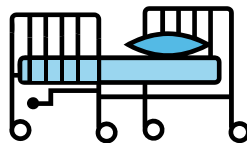


To become a VLTP recipient: First, submit an online application through WebTADS by clicking on the “Create Request to Become Leave Share Recipient” on your Leave Balances page. Next, you must provide adequate medical documentation supporting your request to your supervisor. Finally, fax your medical documentation to the NSSC HR Office at (866)779-6772. Medical documentation must indicate a medical necessity to be away from work, show the expected beginning and ending dates (which must match the dates of your request), and be signed by the physician.

To donate annual leave: Create a request by clicking on one of the three choices on your Leave Balances page in WebTADS. You may choose between “Donate Leave within NASA,” “Donate Leave outside NASA,” or “Donate Leave- Emergency Transfer Program.”

To request ASL: First, submit an online application through WebTADS by clicking on the “Create Request for Advanced Sick Leave” on your Leave Balances page. Next, you must provide adequate medical documentation supporting your request to your supervisor. Finally, fax your medical documentation to the NSSC HR Office at (866)779-6772. Medical documentation must indicate a medical necessity to be away from work, show the expected beginning and ending dates (which must match the dates of your request), and be signed by the physician.

For more information on VLTP and ASL, please visit the NSSC Customer Service website at <https://nssc.nasa.gov/customerservice> and select the Employee Services menu.



Any questions concerning this notice, contact:
NSSC Customer Contact Center
1-877-NSSC123 or nssc-contactcenter@nasa.gov